



## City of Austin - JOB DESCRIPTION



### Assistant City Manager Executive Secretary

<b>FLSA:</b>	Standard/Non-Exempt	<b>EEO Category:</b>	(60) Admin/Supp
<b>Class Code:</b>	10787	<b>Salary Grade:</b>	BA0
<b>Approved:</b>	October 24, 1997	<b>Last Revised:</b>	March 30, 2010

**Purpose:**

This position serves as administrative support for Assistant City Managers. The work involves constant communication with members of City of Austin departments, community leaders, and the public.

**Duties, Functions and Responsibilities:**

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Answers phone, greet visitors, and serves as point of contact in providing assistance to citizens.
2. Organize and maintain files relating to office correspondence, reports and other pertinent data.
3. Coordinate the logistics of speaking engagements, conference calls and various types of forums for Assistant City managers.
4. Manage calendar and coordinate agenda issues with members of City Manager staff.
5. Performs administrative duties by sorting and distributing mail and answering correspondence.
6. May prepare notices or agenda for meetings, actions to correct performance deficiencies.

**Responsibilities - Supervisor and/or Leadership Exercised:**

None.

**Knowledge, Skills, and Abilities:**

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of office procedures, terminology and equipment.

Ability to utilize electronic scheduling system.

Skill in communication techniques, both oral and written.

Ability to establish priorities, and gather information from individuals to support the needs of staff.

**Minimum Qualifications:**

Graduation from an accredited four year college or university with major coursework in Business Administration, Public Administration or related field, plus three (3) years of experience in an administrative or executive secretary capacity.

Experience may substitute for education up to a maximum of four (4) years.

**Licenses and Certifications Required:**

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.